

## DLA ACQUISITION MANAGEMENT DIRECTORATE (J-7)

### MISSION:

Staff principal for the development, application, and oversight of DLA acquisition policy, plans, programs, operations, and functional systems. Exercise broad managerial and executive responsibility to integrate Agency acquisition functions, services, policies, and procedures into a highly reliable network of logistics support for DLA's customers, and a source of insight for industrial suppliers and partners. As Senior Procurement Executive, establish, develop, apply and oversee DLA procurement policy, plans, programs, and operations.

### FUNCTIONS:

1. Establish and oversee the policy and operational control system, which will ensure procurement integrity for all assigned contracting offices.
2. Provide policy, staff supervision, and oversight for the wholesale and retail procurement mission within the Agency.
3. Ensure all contracting policy, systems, program management, and operations are in support of the Agency's strategic objectives.
4. Develop and implement policy and programs that ensure industrial base support to war-reserve and war-stopper support programs in peacetime and during contingencies.
5. Serve as Chair of A-76 Program Executive Steering Group.
6. Act as Process Owner for the portion of the logistics chain associated with the Procurement functional area.

## DEFENSE ACQUISITION REGULATIONS COUNCIL REPRESENTATIVE (J-7)

### MISSION:

Serve as the DLA Policy Member to the Defense Acquisition Regulations (DAR) Council.

### FUNCTIONS:

1. Represent the Director, DLA, on the DAR Council.
2. Develop and present fully coordinated Agency positions on all contracting and acquisition matters brought before the DAR Council.
3. Initiate, recommend, and present new or revised acquisition policy to the DAR Council for inclusion in the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS).
4. Provide strategic direction and guidance to the Agency on issues involving acquisition policies, programs, or initiatives.

## ACQUISITION POLICY DIVISION (J-71)

### MISSION:

Provide procurement policy direction to DLA contracting offices. Participate with Department of Defense (DOD) and Federal agencies in the development of Federal and DOD-wide policy on matters concerning procurement. Develop, implement, maintain, and interpret procurement policy in a manner that facilitates provision of cost-effective logistics support to meet DOD/Agency strategic goals. Provide the oversight and internal review necessary to ensure the integrity of DLA procurement systems and operations.

### FUNCTIONS:

1. Administer the development of DLA procurement policy and procedures; develop and promulgate the Defense Logistics Acquisition Directive (DLAD) and interim procurement policy guidance to DLA field offices.
2. Issue and maintain delegations of authority to DLA contracting offices.
3. Issue corrective guidance to DLA field offices, and provide input relative to contract review findings, DOD Inspector General audits and Government Accountability Office (GAO) audit findings.
4. Issue waivers and deviations to FAR and DFARS for DLA activities.
5. Serve as the central control point for issuance of DLA procurement letters (PROCLTRS) and FAR Deviations.
6. Develop guiding principles to streamline acquisitions and provide overall best value for DLA customers. Establish uniform guidance, coordination procedures, and policy to assure effective acquisition of requirements for DLA customers.
7. Provide expert guidance, assistance and advice to DLA contracting offices and to other organizations internal and external to DLA. Advise the Director of Acquisition Management on procurement policy.
8. Represent DLA on DOD task groups, the Defense Acquisition Regulations (DAR) Council committees, and provide/coordinate policy directly with the DLA DAR Council Representative.
9. Administer the system for public review of DLA procurement policies and regulations having a significant impact on the public.
10. Develop policy for new DLA initiatives, including such general topics as Tailored Vendor Relationships, Transportation Acquisition, and E-mall.
11. Identify the need for legislation, regulation, and revisions to same, to accomplish the DLA mission; recommend, develop and initiate legislation; and consider impact of legislation or regulation on DLA, DOD, and other Federal agencies, and on industry. Develop implementing regulation based on new legislation.
12. Establish, oversee, and maintain a repository of socioeconomic policies and practices for DLA. This includes policy pertaining to small businesses (small, small disadvantaged, women-owned, Hub Zone, etc.), and to mandatory sources such as AbilityOne and UNICOR. Develop techniques for establishing partnerships with

small entities and mandatory sources. Serve as advocate for socioeconomic policies for and among DLA stakeholders.

13. Implement the contracting aspects of international acquisition, including statutory restrictions, Foreign Military Sales programs, and reciprocal contracting agreements.
14. Serve as program manager of, and develop and promulgate policy for, acquisition of commercial items and related issues (e.g., pricing of commercial items; simplified procedures; market research; and describing agency needs).
15. Develop training and presentations on commercial item issues, including leveraging the commercial market to obtain best value and appropriate terms and conditions for use in solicitations and contracts.
16. Promulgate DLA policy for, and administer implementation of, the Contractor Industrial Labor Relations Program for DLA contracting offices. Represent DLA on contractor labor and labor-related matters with industry, labor and DOD components, and other Federal agencies.
17. Administer the DOD Coordinated Procurement Program for requirements assigned to DLA field activities.
18. Support/participate in Procurement Management Reviews, as requested.
19. Support the integration of Agency procurement processes within the Enterprise Business System Integration and Sustainment effort to include the lifecycle design, deployment and sustainment.
20. Serve as the J-7 focal point for requirements definition and coordination with Order Fulfillment, Planning, Technical/Quality and Finance Process areas.
21. Serve as the liaison with J-3/4, J-8, and J-6 to prioritize systems changes in support of J-7 policies and requirements.

## ACQUISITION OPERATIONS DIVISION (J-72)

### MISSION:

As the Agency Competition Advocate, J-72 is responsible for challenging barriers to, and promoting full and open competition pursuant to Section 20 of the Office of Federal Procurement Policy Act. Develop acquisition strategies, acquisition-based research planning, and customer liaison policies for the Director of Acquisition Management. Review field contracting initiatives and performance and make recommendations necessary toward achieving performance goals. Serve as the contracting expert on all A-76 contracting matters. Execute staff surveillance over all procurement operations of the Defense National Stockpile Center; the Defense Logistics Information Service; the Document Automation and Production Service; the Defense Reutilization and Marketing Services; the Defense Distribution Center; the DLA Enterprise Support Directorate; and the aviation, land, maritime, energy, construction and equipment, and troop support supply chains. Manage the Information Technology contracting policies. Responsible for administration of the Agency/DOD past performance programs. Execute staff surveillance over procurement operations and contract policy having to do with environmental issues.

## FUNCTIONS:

1. Perform staff surveillance over contracting operations at the DLA Inventory Control Points (ICP). Provide staff assistance in the resolution of operational contracting problems within the DLA ICPs.
2. Develop instructions and manage the program for the DLA Integrated Acquisition Review Board.
3. Review and process Justifications for other than full and open competition.
4. Review and approve Advance Acquisition Planning Templates.
5. Provide staff surveillance over contracting matters involving energy.
6. Advise the Agency Senior Procurement Executive, Component Acquisition Executive, DLA Heads of Contracting Activities, and members of their staffs on all matters relating to competition, and on competing for DLA contracts.
7. Establish reporting requirements for procuring activities and review those reports to assure compliance with competition requirements. Make staff visits to DLA contracting activities, and communicate with and provide assistance to private industry to identify and remove barriers to competition.
8. Make recommendations to the Director of Acquisition Management, Director, DLA, and Commanders of DLA ICPs, on acquisition strategies to achieve optimum support to the Military Services and other Executive Branch customers, and on overseas field development of those implementation plans using Headquarters/Field activity program teams.
9. Review GAO, Inspector General (IG) and DLA internal review, and Congressional reports, survey industry literature, protests, and communicate with Agency customers in conjunction with the J-3/4 Logistics Operations Directorate, and benchmark companies to identify business strategies and processes appropriate for adoption by DLA.
10. Initiate and formulate DLA procurement, plans and acquisition strategies that provide quality contracting operations at DLA contracting offices and result in effective tailored logistics support.
11. Initiate, design, analyze and/or conduct studies of contracting concepts, operations, procedures, programs, and techniques; implement results; coordinate with the Under Secretary of Defense for Acquisition, Technology and Logistics (AT&L) and Military Departments as required. Develop DLA applications of most effective and current methods of operations. Evaluate procurement policy, planning, operations and legislative matters within the acquisition and supply chain functions.
12. Provide policy relating to all facets of contracting for information technology.
13. Provide staff liaison, consultation, coordination, and DLA acquisition representation to the Office of Secretary of Defense (OSD), Joint Chiefs of Staff, Military Services, and other Government agencies.
14. Prepare/coordinate replies to White House, Congressional, and industry inquiries concerning DLA contracting matters. Serve as focal point on Congressional contracting inquiries and matters.
15. Oversee the project management and administration of the Automated Best Value System (ABVS) the Past Performance Information Retrieval System (PPIRS), and the Contract Performance Assessment Reporting System (CPARS). Participate as a

member of the DOD configuration management board for the PPIRS and CPARS systems.

16. Provide Staff surveillance and policy assistance regarding environmental considerations in contracting matters.
17. Advise the Component Acquisition Executive on Agency acquisition programs (ACAT I, II, and III) and designated major acquisitions impacting DLA.
18. Participate in active source selections on major acquisitions.
19. Review, coordinate and recommend approval on all Berry Amendment and domestic source restriction waivers.
20. Support/participate in Procurement Management Reviews, as requested.

#### DLA CONTRACTING SERVICES OFFICE (DCSO)

##### MISSION:

Responsible for planning, organizing, directing and managing the procurement and contract administration functions (the full life-cycle contracting process) for the acquisition of a variety of highly specialized Information Technology (IT), Research and Development (R&D), Logistics, Contractor Support, Consultant, Facilities Maintenance and Financial services and associated supplies in support of DLA internal operations and other supported activities.

#### DLA CONTRACTING SERVICES OFFICE DIRECTOR (DCSO-D)

##### MISSION:

Maintaining the integrity of the contracting process to ensure adherence with statutory and policy requirements. Ensuring and improving operational efficiency and effectiveness of the contracting process within the DLA Contracting Service Offices and helping to improve overall DLA business operations in terms of efficiency and effectiveness.

##### FUNCTIONS:

1. Represents the J-7 Director with responsibility for the direction, supervision and coordination of the DLA Contracting Services Office and contracting operations located on-site at the various DLA locations.
2. Performing observation, investigative and assistance functions relating to contracting actions in terms of regulations and policies required by the Congress, the Department of Defense, the DLA and local sites.
3. Prepares plans, studies problems and makes recommendations as they may affect the acquisitions in each of the sites office in support of DLA operations.

4. Provides contracting guidance and direction to the DLA Contracting Services site offices and internal DLA customers, projects and programs.
5. Manages unusually complex or controversial contracting actions.
6. Reviews and approves acquisition plans for selected acquisitions.
7. Reviews and approves pre-negotiations objectives on major negotiated acquisitions, based on dollar value, criticality, type of contract or other criteria as set forth in DLA contracting policy.
8. Acts as focal point with HQ DLA on all DLA Contracting Services Offices actions requiring higher level approval or coordination.
9. Performs quantitative and qualitative reviews of contract files and actions to determine compliance with acquisition regulations and procedures and determine contracting efficiency levels.

#### DLA CONTRACTING SERVICES OFFICE PHILADELPHIA (DCSO-P)

##### MISSION:

Designated as the DLA Contracting Services Office Center of Excellence for both acquisition of major Information Technology (IT) systems/programs and for Research and Development (R&D). Provides DLA enterprise wide life-cycle contracting for these two COE contracting areas and provides on-site contracting for local DSCP IT and other service and supply requirements, and requirements from other organizations supported by DSCP, in accordance with the Federal Acquisition Regulation (FAR), the DOD FAR Supplement (DFARS), the DLA Acquisition Directive (DLAD), and the DSCP Guiding Principles for Acquisition. Initiates new approaches to solve contracting problems for the assigned mission. Assists other DCSO COE contracting offices working on DSCP requirements assigned to those offices.

##### FUNCTIONS:

1. Determines and/or validates purchase orders and other requirements with customers and assists in correcting deficiencies.
2. Performs market research and pre-award planning to assure proper methods of
3. Contracting are utilized.
4. Ensures support for Small Business Programs which provide contracting opportunities to small businesses.
5. Determines acquisition strategy, method of contracting and appropriate contract clauses.
6. Obtains required approvals to solicit.
7. Conducts pre-proposal/pre-bid conferences as well as post-award/pre-performance conferences to assure full understanding of the government's requirements.
8. Solicits and evaluates bids, proposals and quotations and determines sources to be selected for award.

9. Conducts and documents price analyses and other price reasonableness determination utilizing the Defense Contract Management Agency and/or the Defense Contract Audit
10. Agency as appropriate.
11. Negotiates and executes contracts and task orders and approves sub-contracts.
12. Obtains required contract approvals and clearances.
13. Distributes awarded contracts to customers, contractors, accounting office, and payment office.
14. Appoints Contracting Officer Representatives (CORs) and terminates such appointments, as necessary. Maintains activity files on all CORs and conducts annual evaluations of their performance.
15. Performs contract administration (post-award) actions to assure compliance with terms and conditions of contracts and task orders and to evaluate and control Government Furnished
16. Property (GFP) and Government Furnished Materials (GFM).
17. Provides for and monitors and/or approves payments (performance, progress payments, advance payments, and other financial arrangements) with contractors.
18. Provides for performance bonds. Monitors contractor cost data, overhead rates, etc., for cost type or incentive type contracts.
19. Terminates contracts for convenience of the Government or default of the contractor.
20. Administers and resolves all contractor claims, requests for waivers, novation agreements; and resolves all contract disputes. Issues final contracting officer decisions and with DG, participates in proceedings before the Armed Services Board of Contract Appeals (ASBCA) and/or court proceedings.
17. Accomplishes contract file close-outs and disposition of contract files.
18. Processes Ratification Actions.
19. Submits required reports to DLA Contracting Services Office and DLA headquarters As directed.
20. Provides advice and guidance to customers and program concerning all contract related issues.

## DLA CONTRACTING SERVICES OFFICE HEADQUARTERS (DCSO-H)

### MISSION:

Designated as the DLA Contracting Services Office Center of Excellence for both enterprise-wide IT operational services, to include enterprise contracts and agreements for software licensing and hardware, and for other enterprise-wide common services not assigned to other COEs. Provides DLA enterprise wide life-cycle contracting for these two COE contracting areas and provides on-site contracting for local Andrew T. McNamara Headquarters Complex (HQC) service and supply requirements, and requirements from other organizations supported by HQC in accordance with the FAR, the DFARS, and the DLAD. Manage the HQC Government Purchase Card Program for the HQC and other supported organizations. Initiates new approaches to solve

contracting problems for the assigned mission. Assists other DCSO COE contracting offices working on HQs requirements assigned to those offices.

#### FUNCTIONS:

1. Determines and/or validates purchase orders and other requirements with customers and assists in correcting deficiencies.
2. Performs market research and pre-award planning to assure proper methods of contracting are utilized.
3. Ensures support for Small Business Programs which provide contracting opportunities to small businesses.
4. Determines acquisition strategy, method of contracting and appropriate contract clauses.
5. Obtains required approvals to solicit.
6. Conducts pre-proposal/pre-bid conferences as well as post-award/pre-performance conferences to assure full understanding of the government's requirements.
7. Solicits and evaluates bids, proposals and quotations and determines sources to be selected for award.
8. Conducts and documents price analyses and other price reasonableness determinations utilizing the Defense Contract Management Agency and/or the Defense Contract Audit Agency as appropriate.
9. Negotiates and executes contracts and task orders and approves sub-contracts.
10. Obtains required contract approvals and clearances.
11. Distributes awarded contracts to customers, contractors, accounting office, and payment office.
12. Appoints Contracting Officer Representatives (CORs) and terminates such appointments, as necessary. Maintains activity files on all CORs and conducts annual evaluations of their performance.
13. Performs contract administration (post-award) actions to assure compliance with terms and conditions of contracts and task orders and to evaluate and control Government Furnished Property (GFP) and Government Furnished Materials (GFM).
14. Provides for and monitors and/or approves payments (performance, progress payments, advance payments, and other financial arrangements) with contractors. Provides for performance bonds. Monitors contractor cost data, overhead rates, etc., for cost type or incentive type contracts.
15. Terminates contracts for convenience of the Government or default of the contractor.
16. Administers and resolves all contractor claims, requests for waivers, novation agreements; and resolves all contract disputes. Issues final contracting officer decisions and with DG, participates in proceedings before the Armed Services Board of Contract Appeals (ASBCA) and/or court proceedings.
17. Accomplishes contract file close-outs and disposition of contract files.
18. Processes Ratification Actions.
19. Submits required reports to DLA Contracting Services Office and DLA headquarters as directed.
20. Provides advice and guidance to customers concerning all contract related issues.



21. Perform responsibilities for reconciling Government Purchase Card accounts, claims, and disputed billings within DES, J-1, J-3/4, J-5, J-6, J-7, J-8, J-9, D/DV offices, DLA Pacific, DLA Europe, the DLA Human Resources Center, Customer Service Office-Columbus, and the Defense Human Resources Activity.
22. Provide input to and reports from the Standard Procurement System (SPS), the Customer Usage Billing System, the Defense Contract Action Reporting System, and the DCSO tracking system.
23. Provide advice and guidance for defining requirements, assist with or conduct market research, train users of the Standard Procurement System and DCSO tracking system.
24. Collaborates with the Office of Secretary of Defense and the Services to implement various DOD initiatives, such as the Enterprise Software Initiative.

#### DLA CONTRACTING SERVICES OFFICE RICHMOND (DCSO-R)

##### MISSION:

Designated as the DLA Contracting Services Office Center of Excellence for Contractor Support and Financial Consultant services. Provides DLA enterprise wide life-cycle contracting for these COE contracting areas and provides on-site contracting for local DSCR service and supply requirements, and requirements from DSCR tenant activities, in accordance with the Federal Acquisition Regulation (FAR), the DOD FAR Supplement (DFARS), the DLA Acquisition Directive (DLAD), and local DSCR policy. Administers the DSCR Government Purchase Card Program. Initiates new approaches to solve contracting problems for the assigned mission.

Assists other DCSO COE contracting offices working on DSCR requirements assigned to those offices.

##### FUNCTIONS:

1. Determines and/or validates purchase orders and other requirements with customers and assists in correcting deficiencies.
2. Performs market research and pre-award planning to assure proper methods of contracting are utilized.
3. Ensures support for Small Business Programs which provide contracting opportunities to small businesses.
4. Determines acquisition strategy, method of contracting and appropriate contract clauses.
5. Obtains required approvals to solicit.
6. Conducts pre-proposal/pre-bid conferences as well as post-award/pre-performance conferences to assure full understanding of the government's requirements.
7. Solicits and evaluates bids, proposals and quotations and determines sources to be selected for award.

8. Conducts and documents price analyses and other price reasonableness determinations utilizing the Defense Contract Management Agency and/or the Defense Contract Audit Agency as appropriate.
9. Negotiates and executes contracts and task orders and approves sub-contracts.
10. Obtains required contract approvals and clearances.
11. Distributes awarded contracts to customers, contractors, accounting office, and payment office.
12. Appoints Contracting Officer Representatives (CORs) and terminates such appointments, as necessary. Maintains activity files on all CORs and conducts annual evaluations of their performance.
13. Performs contract administration (post-award) actions to assure compliance with terms and conditions of contracts and task orders and to evaluate and control Government Furnished Property (GFP) and Government Furnished Materials (GFM).
14. Provides for and monitors and/or approves payments (performance, progress payments, advance payments, and other financial arrangements) with contractors. Provides for performance bond. Monitors contractor cost data, overhead rates, etc., for cost type or incentive type contracts.
15. Terminates contracts for convenience of the Government or default of the contractor.
16. Administers and resolves all contractor claims, requests for waivers, novation agreements; and resolves all contract disputes. Issues final contracting officer decisions and with DG, participates in proceedings before the Armed Services Board of Contract Appeals (ASBCA) and/or court proceedings.
17. Accomplishes contract file close-outs and disposition of contract files.
18. Processes Ratification Actions.
19. Submits required reports to DLA Contracting Services Office and DLA headquarters as directed.
20. Provides advice and guidance to customers and program concerning all contract related issues.
21. Periodically screens and purifies bidders' lists to assure effectiveness and economy in coordination with customers and industry.
22. Manages the DSCR Customer Government Purchase Card Program to include issuance and maintenance of cardholder and approving official accounts, initial and annual refresher training, periodic audits of all accounts to ensure compliance with applicable regulations and directives, and coordination with HQ DLA and OSD to manage the DSCR Program.

## DLA CONTRACTING SERVICES OFFICE COLUMBUS (DCSO-C)

### MISSION:

Designated as the DLA Contracting Services Office Center of Excellence for both Installation Management and Construction services and supplies. Provides DLA enterprise wide life-cycle contracting for these COE contracting areas and provides on-site contracting for local DSCC service and supply requirements, and requirements from DSCC tenant activities, in accordance with the Federal Acquisition Regulation (FAR),

the DOD FAR Supplement (DFARS), the DLA Acquisition Directive (DLAD), and local DSCC policy. Administers the DSCC Government Purchase Card Program. Initiates new approaches to solve contracting problems for the assigned mission. Assists other DCSO COE contracting offices working on DSCC requirements assigned to those offices.

#### FUNCTIONS:

1. Determines and/or validates purchase orders and other requirements with customers and assists in correcting deficiencies.
2. Performs market research and pre-award planning to assure proper methods of contracting are utilized.
3. Ensures support for Small Business Programs which provide contracting opportunities to small businesses.
4. Determines acquisition strategy, method of contracting and appropriate contract clauses.
5. Obtains required approvals to solicit.
6. Conducts pre-proposal/pre-bid conferences as well as post-award/pre-performance conferences to assure full understanding of the government's requirements.
7. Solicits and evaluates bids, proposals and quotations and determines sources to be selected for award.
8. Conducts and documents price analyses and other price reasonableness determinations utilizing the Defense Contract Management Agency and/or the Defense Contract Audit Agency as appropriate.
9. Negotiates and executes contracts and task orders and approves sub-contracts.
10. Obtains required contract approvals and clearances.
11. Distributes awarded contracts to customers, contractors, accounting office, and payment office.
12. Appoints Contracting Officer Representatives (CORs) and terminates such appointments, as necessary. Maintains activity files on all CORs and conducts annual evaluations of their performance.
13. Performs contract administration (post-award) actions to assure compliance with terms and conditions of contracts and task orders and to evaluate and control Government Furnished Property (GFP) and Government Furnished Materials (GFM).
14. Provides for and monitors and/or approves payments (performance, progress payments, advance payments, and other financial arrangements) with contractors. Provides for performance bonds. Monitors contractor cost data, overhead rates, etc., for cost type or incentive type contracts.
15. Terminates contracts for convenience of the Government or default of the contractor.
16. Administers and resolves all contractor claims, requests for waivers, novation agreements; and resolves all contract disputes. Issues final contracting officer decisions and with DG, participates in proceedings before the Armed Services Board of Contract Appeals (ASBCA) and/or court proceedings.
17. Accomplishes contract file close-outs and disposition of contract files.
18. Processes ratification Actions.

19. Submits required reports to DLA Contracting Services Office and DLA headquarters as directed.
20. Provides advice and guidance to customers and program concerning all contract related issues.
21. Monitors wage and hour compliance of service and maintenance contractors. Performs on the job site wage and hour employee interviews. Receives contractor weekly payroll reports and resolves discrepancies.
22. Provides contractually for performance bonds and payments bonds.
23. Provides specialized procurement support services, including maintenance of bidders list, receipt, storage, distribution and synopsis of solicitation and contractual documents.
24. Administers the DSCC Government Purchase Card Program to include card issuance, account update and maintenance, acting as Disputes Officer and Agency Program, coordinator assisting in disputes, and requesting audits and performing disciplinary action as required.

#### DLA CONTRACTING SERVICES OFFICE ENERGY (DCSO-E)

##### MISSION:

Provides contracting for local DESC IT support and other local service and supply requirements. Contracting is performed in accordance with the Federal Acquisition Regulation (FAR), the DOD FAR Supplement (DFARS), and the DLA Acquisition Directive (DLAD). Assists other DCSO COE contracting offices working on DESC requirements assigned to those offices.

##### FUNCTIONS:

1. Determines and/or validates purchase orders and other requirements with customers and assists in correcting deficiencies.
2. Performs market research and pre-award planning to assure proper methods of contracting are utilized.
3. Ensures support for Small Business Programs which provide contracting opportunities to small businesses.
4. Determines acquisition strategy, method of contracting and appropriate contract clauses.
5. Obtains required approvals to solicit.
6. Conducts pre-proposal/pre-bid conferences as well as post-award/pre-performance conferences to assure full understanding of the government's requirements.
7. Solicits and evaluates bids, proposals and quotations and determines sources to be selected for award.

8. Conducts and documents price analyses and other price reasonableness determinations utilizing the Defense Contract Management Agency and/or the Defense Contract Audit Agency as appropriate.
9. Negotiates and executes contracts and task orders and approves sub-contracts.
10. Obtains required contract approvals and clearances.
11. Distributes awarded contracts to customers, contractors, accounting office, and payment office.
12. Appoints Contracting Officer Representatives (CORs) and terminates such appointments, as necessary. Maintains activity files on all CORs and conducts annual evaluations of their performance.
13. Performs contract administration (post-award) actions to assure compliance with terms and conditions of contracts and task orders and to evaluate and control Government Furnished Property (GFP) and Government Furnished Materials (GFM).
14. Provides for and monitors and/or approves payments (performance, progress payments, advance payments, and other financial arrangements) with contractors. Provides for performance bonds. Monitors contractor cost data, overhead rates, etc., for cost type or incentive type contracts.
15. Terminates contracts for convenience of the Government or default of the contractor.
16. Administers and resolves all contractor claims, requests for waivers, novation agreements; and resolves all contract disputes. Issues final contracting officer decisions and with DG, participates in proceedings before the Armed Services Board of Contract Appeals (ASBCA) and/or court proceedings.
17. Accomplishes contract file close-outs and disposition of contract files.
18. Processes Ratification Actions.
19. Submits required reports to DLA Contracting Services Office and DLA headquarters as directed.
20. Provides advice and guidance to customers and program concerning all contract related issues.
21. Negotiates and coordinates DESC's intra-government IT service support agreements.

#### DLA CONTRACTING SERVICES OFFICE BATTLE CREEK (DCSO-B)

##### MISSION:

Provides on-site IT contracting support for tenant activities of the Hart-Dole-Inouye (HDI) Federal Center. In addition to providing IT contracting support for all tenants of the HDI Federal Center, the office will provide support for the acquisition of other service and supply requirements for which other DLA Contract Services Offices is responsible when assigned Contracting is performed in accordance with the Federal Acquisition Regulation (FAR), the DOD FAR Supplement (DFARS), the DLA Acquisition Directive (DLAD), and local DRMS policy. Assists other DCSO COE contracting offices working on DRMS and DLIS requirements assigned to those offices.

##### FUNCTIONS:

1. Determines and/or validates purchase orders and other requirements with customers and assists in correcting deficiencies.
2. Performs market research and pre-award planning to assure proper methods of contracting are utilized.
3. Ensures support for Small Business Programs which provide contracting opportunities to small businesses.
4. Determines acquisition strategy, method of contracting and appropriate contract clauses.
5. Obtains required approvals to solicit.
6. Conducts pre-proposal/pre-bid conferences as well as post-award/pre-performance conferences to assure full understanding of the government's requirements.
7. Solicits and evaluates bids, proposals and quotations and determines sources to be selected for award.
8. Conducts and documents price analyses and other price reasonableness determinations utilizing the Defense Contract Management Agency and/or the Defense Contract Audit Agency as appropriate.
9. Negotiates and executes contracts and task orders and approves sub-contracts.
10. Obtains required contract approvals and clearances.
11. Distributes awarded contracts to customers, contractors, accounting office, and payment office.
12. Appoints Contracting Officer Representatives (CORs) and terminates such appointments, as necessary. Maintains activity files on all CORs and conducts annual evaluations of their performance.
13. Performs contract administration (post-award) actions to assure compliance with terms and conditions of contracts and task orders and to evaluate and control Government Furnished Property (GFP) and Government Furnished Materials (GFM).
14. Provides for and monitors and/or approves payments (performance, progress payments, advance payments, and other financial arrangements) with contractors. Provides for performance bonds. Monitors contractor cost data, overhead rates, etc., for cost type or incentive type contracts.
15. Terminates contracts for convenience of the Government or default of the contractor.
16. Administers and resolves all contractor claims, requests for waivers, novation agreements; and resolves all contract disputes. Issues final contracting officer decisions and with DG, participates in proceedings before the Armed Services Board of Contract Appeals (ASBCA) and/or court proceedings.
17. Accomplishes contract file close-outs and disposition of contract files.
18. Processes IT ratification actions created by HDI tenants and those assigned for action from other DLA Contract Services Offices by the Chief of the Contracting Office.
19. Submits required reports to DLA Contracting Services Office and DLA headquarters as directed.
20. Provides advice and guidance to customers and program concerning all contract related issues.

**MISSION:**

Provide oversight and direction to all DLA contracting activities in the establishment and execution of a procurement system and oversee development and implementation of contract pricing policies and practices.

**FUNCTIONS:**

1. Provide reasonable assurance of the integrity of the procurement system through a clearance and oversight process, including contract reviews, procurement management reviews, and internal management controls.
2. Coordinate Defense Acquisition Workforce Improvement Act (DAWIA) requirements and policies for DLA contracting professionals.
3. Identify training and development needs of the DLA contracting workforce and initiate action to meet those needs.
4. Serve as Career Program Manager for DLA Intern Program and Senior Functional Expert for all DLA contracting professionals.
5. Provide procurement policy and staff surveillance on contract pricing/finance matters to contracting offices, and on market research matters involving pricing.
6. Serve as Agency lead in responding to external audits and DOD Hotline inquiries involving reported overpricing.
7. Develop tools and operations research capability necessary to support field contract pricing efforts.
8. Serve as the DLA Base Realignment and Closure representative on the Department of Defense Working Group responsible for the transfer of the procurement management and related support functions from the Military Services to DLA. Help develop the DOD Implementation Plan and also participate in the implementation process.
9. Lead efforts to achieve auditability of DLA's inventory/operating materials & supplies account (Less Energy Supply Chain).
10. Provide Program Management for the Government-Wide Commercial Purchase Card with responsibility for management and oversight of the purchase card program in all Agency contracting activities and for various other Defense agencies and offices outside DLA. Represent Other Defense Agencies on the DOD Purchase Card Integrated Product Team (IPT).

**ACQUISITION PROGRAMS AND INDUSTRIAL CAPABILITIES DIVISION  
(J-74)**

**MISSION:**

Provide oversight and direction for Agency acquisition programs to include Supplier Relationship Management, Performance Based Logistics, as well as the Industrial Capabilities (IC) and Warstopper Programs.

**FUNCTIONS:**

1. Act as the principal staff advisor on all issues related to acquisition programs, Supplier Relationship Management, Performance Based Logistics, and the Industrial Capabilities and Warstopper Programs.
2. Manage the DLA Supplier Relationship Management Program, which encompasses all supplier facing initiatives within the Agency.
3. Oversee the operation of the Strategic Materiel Sourcing Program (SMS) by the Supply Chains. Assure the focus remains on utilizing the Agency's acquisition programs to help shift DLA from being a manager of supplies to being a manager of suppliers.
4. Oversee the operation and implementation of long-term partnerships through Strategic Supplier Alliances and Supply Chain Alliances with DLA's key suppliers.
5. Oversee implementation of other key supplier-facing initiatives to include Tailored Vendor Relationships, Vendor Managed Inventory, and prime vendor agreements.
6. Implement and manage the Supplier Collaboration Program and insure it is integrated into the operations of the Strategic Materiel Sourcing Groups.
7. Provide oversight and direction for DLA participation in the Military Services Performance Based Logistics agreements. Ensure DLA is seen and used as a value-added partner and Product Support Provider for logistics services across the entire supply chain.
8. Develop, advocate and manage the Industrial Capabilities Program to optimize the transition from peacetime to wartime.
9. Monitor implementation of the Surge and Sustainment policy to insure DLA's capability exists to provide contingency support to the warfighter.
10. Serve as subject matter expert and provide program oversight to industrial support activities to ensure the effective implementation of industrial capabilities support to DLA's combat support mission.
11. Conduct special studies involving the collection, review and business case evaluation of production data to proactively address industrial issues facing DLA.
12. Provide leadership to enact supplier base solutions which strengthen DLA's role in the Services' transition from peacetime to wartime.
13. Administer the DLA Defense Production Act Title I (Defense Priorities and Allocations System (DPAS)) and Title III (Capacity Expansion) programs.
14. Administer the conduct of the Committee on Foreign Investment in the United States (CFIUS) investigations that affect DLA managed items.
15. Coordinate Directorate participation in contingency support plans and Command Post Exercises.
16. Represent DLA for all Joint Staff and Agency Emergency Plan matters in support of DLA's Mission as a Combat Support Agency.
17. Manage the DLA Industrial Equipment Reserve of Special Tooling and Special Test Equipment and other Government property.
18. Participate on the DLA Critical Infrastructure Protection (CIP) working group.
19. Support/participate in Procurement Management Reviews, as requested.

#### COMPETITIVE SOURCING DIVISION (J-75)



**MISSION:**

Responsible for program management oversight of the Defense Logistics Agency's Commercial Activities Strategic and Competitive Sourcing program, which entails competitive sourcing under the Office of Management and Budget Circular (OMB) No. A-76, privatization, business process reengineering, regionalization, elimination, streamlining, and inter-service support agreements.

**FUNCTIONS:**

1. Develop the Commercial Activities Agency Sourcing Plan and disseminate competitive sourcing guidance for the Program Budget Review to DLA mission areas.
2. Develop and disseminate directives and instructions for the Agency's Strategic and Competitive Sourcing Program.
3. Develop and disseminate directives and instructions on the annual inventory of inherently governmental and commercial activities (IGCA) for the DLA under the Federal Activities Inventory Reform (FAIR) Act of 1998 and the OMB Circular No. A-76.
4. Conduct the annual IGCA inventory, analyze results, and prepare the DLA narrative for submission to the Office of the Secretary of Defense.
5. Provide guidance, oversight, and technical assistance to DLA mission areas to develop and execute strategic and competitive sourcing initiatives.
6. Develop measures and analyze progress in achieving strategic and competitive sourcing goals and objectives; develop strategies to resolve impediments.
7. Develop and maintain the DLA Commercial Activities A-76 Guidebook and the DLA A-76 Internet Library & Directory, and provide coordination on the OSD Knowledge Management System known as SHARE A-76.
8. Serve as Principal Advisor to the A-76 Program Executive Steering Group.
9. Serve as Chair to the DLA A-76 Working Integrated Product Team.
10. Provide support to Source Selection Authorities (SSA) and Source Selection Advisory Councils (SSAC) on A-76 source selection activities.
11. Provide liaison with the OSD Office of Housing & Competitive Sourcing and participate on the OSD A-76 Working Integrated Produce Team.
12. Serve as the DLA System Administrator for the Department of Defense Commercial Activities Management Information System.

**BUSINESS OFFICE (J-76)****MISSION:**

Responsible for business management, strategic planning, program assessment, personnel management, personnel resource and requirements management, and directorate administrative management. Develop and review integrated operational resource

requirements. Provide input to J-8 for Program Budget Review (PBR) documents. Provide expert analysis and discussion to support DLA Enterprise resource decisions via the DLA Program Business Review Group (PBRG).

**FUNCTIONS:**

1. Perform program assessment and advise the Director of Acquisition Management on program development and execution.
2. Perform business management and administrative support functions.
3. Develop, implement, and manage an integrated resource plan for J-7 and provide to J-8 on-site customer support representative.
4. Develop the J-7 PBR plan to assure efficient operations that accommodate changing missions and new initiatives. Coordinate PBR plan with the J-8 on-site customer support representative.
5. Develop, monitor, and maintain J-7 budget requirements and authorization for staffing and high-grade requirements. Maintain and manage the J-7 financial and personnel program of record.
6. Coordinate and integrate the J-7 PBR requirements into a long range, executable plan.
7. Ensure that resources are at the level required to meet Directorate business plan and Agency Strategic Plan objectives.
8. Assist J-8 on-site customer support representative in explaining financial execution issues in various Agency review forums.
9. Coordinate the Directorate Business Plan and other initiatives for purposes of review and update to the Director of Acquisition Management.
10. Process all civilian and military personnel actions and administer the telework program for J-7.
11. Manage travel for J-7 including Defense Travel System and the travel card program.
12. Manage training for J-7, to include processing of all training requests.